

**MEETING OF THE COMBINED SENATES
UNIVERSITY OF WISCONSIN-STOUT
APRIL 24, 2007
BALLROOM C
2:30-5:00 P.M.**

- I. Chancellor's Report**
- II. Vice Chancellor for Academic Affairs' Report**
 - A. Title III – Summer Institute (Jane Henderson)**
- III. Vice Chancellor for Administrative and Student Life Services' Report**
- IV. Other Announcements & Information**

**AGENDA
FACULTY SENATE MEETING
APRIL 24, 2007
BALLROOM C – (Following Meeting of the Combined Senates)**

- I. Call to Order**
- II. Announcements and Information**
- III. Minutes of April 10, 2007 (Attachment 1)**
- IV. Committee Reports**
 - A. Alignment Committee**
 - B. University Priorities**
 - C. Planning and Review Committee (Brian Finder; Attachment 2)**
 - D. Financial Committee (Steve Terry)**
 - E. Other**
- V. Old Business**
 - A. Other**
- VI. New Business**
 - A. Elect Faculty Representatives to University Committees (Ballots will be brought to the meeting)**
 - B. One-Minute Governance Evaluation (Forrest Schultz; Attachment 3)**
 - C. Recommendations for Improvements in Leave Reporting (Forrest Schultz; Attachment 4)**
 - D. Senate of Academic Staff Marshal Request (Forrest Schultz; Attachment 5)**
 - E. Other**
- VII. Adjournment**

**NOTES from the MEETING OF THE COMBINED SENATES
UNIVERSITY OF WISCONSIN-STOUT
APRIL 10, 2007
BALLROOM C
2:30-5:00 P.M.**

Dennis Shaw, Senate of Academic Staff, opened the meeting and welcomed everyone at 2:30 p. m.

- I. Chancellor's Report – The Chancellor passed his time slot over to the Provost.
- II. Vice Chancellor for Academic Affairs' Report – Provost Furst-Bowe distributed the “AQIP Systems Portfolio” to the group to read in preparation for the May 2-4 AQIP site visit, as well as slides that she'll be using at the two open campus forums to help inform the campus of the process. The Provost explained that AQIP (Academic Quality Improvement Program) is an NCA/Higher Learning Commission's “alternative accreditation” process established in 2000 that infuses the principles and benefits of continuous improvement into the culture of colleges and universities. An institution demonstrates it meets accreditation standards through sequences of events that align with ongoing activities. These activities characterize institutions striving to improve their performance. Currently there are 178 institutions that are AQIP members--UW-Stout joined in 2002. The Provost noted that AQIP's process at Stout is updated annually and a site visit occurs every fifth year. Reaccreditation happens after seven years, and then the cycle begins again. Four new action projects were added in January that are identical to Stout's Priorities, she noted. AQIP team members will walk through the “AQIP Systems Portfolio” to see if Stout has addressed areas of concern and verify that the campus meets the credentials to maintain AQIP membership. Meetings will be held with AQIP team members and administration, governance groups, program directors, Student Services, Student Life Services, BPA, Learning Technology Services and campus tours will be given. On the last day, the team members will prepare their findings for the campus, which will be presented to the Chancellor's Advisory Council. Chancellor Sorensen asked what types of questions the team members would be asking the governance groups. Provost Furst-Bowe replied that they could be asked what their role in organizational improvement was and what issues they were concerned about; student retention would most likely come up when they meet with the other groups. The Provost concluded by saying that the team members are looking forward to coming to campus and were impressed with the materials the campus prepared.
 - A. Sabbatical Leave Standard Agreement (Attachment 1) – Provost Furst-Bowe explained that the document would only affect faculty and was for information only.
 - B. Teaching and Learning Center Sharing Activities of Evaluation Week (Anne Hoel) – Hoel explained that there will be a “2007 Teaching, Learning and Technology Conference” held on May 23 that will include several different sessions in the teaching and learning areas. Sessions will have dynamic topics with very good information and she invited everyone to attend. A main focus of the Teaching and Learning Center is faculty development initiatives that can help provide meaningful experiences. The group also would like faculty/staff to send in what they are doing during Evaluation Week, so they could obtain some base-line information. Items could include: What student activities seem to be working? How are we supporting each other and students? What are the Library hours during Evaluation Week? Hoel asked Senators to e-mail her anything they would like to share. All feedback will be incorporated into a campus-wide development opportunity for next year.
- III. Vice Chancellor for Administrative and Student Life Services' Report
 - A. NEXT Experience (Griesbach, Hoffman; Attachment 2) –Ann Hoffman, Assistant Director of University Housing, explained that the NEXT Experience is for sophomores and upper-class students whereby the residence halls will continue University Housing's mission to serve the students' development in becoming independent by providing educational opportunities, serving as a resource hub, encouraging a philosophy of life-long learning, and

continuing to build upon the ROC (Responsibility, Ownership, and Civility) principles. She explained that it was a continuation of the First Year Experience geared for freshmen. University Housing did major changeovers to where students can live on campus. They moved freshmen into dorms; students are given an opportunity to choose to live with others who they go to class with and/or are in the same program area. Additionally, there is a competency matrix that accompanies the Next Experience to help students learn to become independent and manage their personal finances, learn methods of self-reflection, use interest inventories to develop their passions, learn to be accountable, how to give back to the community, understand and develop a sense of pride in the work they do, become respectful and accountable, as well as many other good qualities. The program furthermore will help students learn and explore what experiences they could obtain from their education, as well as how to enhance their classroom experiences. University Housing will continually work on improving the matrix, which will be used by the RA's to help Housing staff identify areas that need improvement. Hoffman concluded by asking Senators to send her any recommendations for improvements.

- B. **Criminal Background Check policy (Cally Henderson) – Cally Henderson, Human Resources, explained that administration made some minor changes to the policy on April 3 before it was sent down for UW-System's approval on May 1. Henderson noted that the revisions include adding "students" to Section 2.1.3; bolding the second statement in "Appendix A. Hiring Procedures"; adding what types of checks that would be conducted for "Out-of-State Checks in Appendix B. 2.2"; adding "Appendix C. Determination of Employment Based on Background Check"; and adding "University of Wisconsin System Legal" to "Appendix C" to the list of individuals who will determine if a relationship exists related to the circumstances of the particular job.**

- IV. **Other Announcements & Information – Vice Chair Bogner announced that two Assistant Marshals were needed for the May 12 graduation ceremonies. They could be either faculty or academic staff and if interested, to contact Joy. Chair Shaw encouraged Senators to view the revisions and new enhancements that Joy has been making to the Senates' web pages.**

**MINUTES
FACULTY SENATE MEETING
APRIL 10, 2007
BALLROOM C – (Following Meeting of the Combined Senates)**

ATTENDANCE:

CHAIR: Forrest Schultz
VICE CHAIR: Len Bogner

SECRETARY: Anne Hoel
PAST CHAIR: Steve Schlough

PRESENT: T. Allen, B. Bergquist, S. Cole, K. Doll, B. Flom, P. Ghenciu, D. Homa, R. Howarton, A. Kirby, K. McDonald, M. Miller-Rodeberg, R. Nyland, R. Qalyoubi-Kemp, C. Rohrer, L. Stradins, J. Taylor, R. Teleb, and J. Watts

EXCUSED: B. Anderson, T. Brantmeier, P. Calenberg, K. Carlson, J. Dzissah, T. Karis, G. Neidermyer, S. Nold, F. Schultz, A. Scott, S. Terry, and G. Wheeler

GUESTS: Chancellor Sorensen, Colonel Bolstad

- I. **Call to Order – 3:16 p.m. by Len Bogner**

- II. **Announcements and Information**

- A. Bogner asked Senators to contact Joy if they were interested in serving as an Assistant Marshal.
- B. Anne Hoel asked Senators to share their teaching methods that they find are working well during Evaluation Week with either her or Provost Furst-Bowe. Some professors were doing many creative, innovative, and meaningful activities that could be shared in a pilot activity with others next year.
- C. Bogner reminded the group of the new Sabbatical Leave Standard Agreement that came with the agenda packet materials.

III. Minutes of March 20, 2007 (Attachment 2)

Motion: Kirby/Schlough moved to approve the Minutes of March 20, 2007.

Vote: Passed unanimously.

IV. Committee Reports

- A. Alignment Committee - Vice Chair Bogner stated that he e-mailed all Senators a rough draft of what the committee thought could be the principles and guidelines for the campus' realignment. He explained that the Chancellor would like all ideas submitted by the end of May and asked Senators for feedback, as the group will meet with the Provost again later in April. All material will ultimately be brought to the Chancellor's Summer Retreat for consideration. Schlough asked if the realignment would become a reality on campus. The Chancellor replied that the campus must realign to become a more efficient campus. Discussion ensued and focused on who should be the stakeholders—the student or the faculty? Schlough said that he felt that the faculty and administrative structure were the internal stakeholders, and that the campus needed to be aligned so the people who work together should be located together. Chancellor Sorensen noted that a master campus plan is underway that will analyze space needs and relationships. Allen said that another category of concern that could undermine people were the salary inequity issues, especially between different administrative structures. Salaries need to have equity between units and the campus needs to offer competitive salary offers to new hires. The Chancellor agreed and said that this subject is being addressed all of the time. Kirby said that he felt that interdisciplinary contact should be Principle 1. A., as it's the basic organizational unit and guiding principle in maintaining academic disciplines. Watts agreed, but noted that she was strengthened when she worked with other people in other disciplines and how interacting with other disciplines can be energizing for some people. Bogner noted that the faculty should determine where they belong in this structure; however, another theme could be to align by disciplines, not programs. Chancellor Sorensen noted that all data would be analyzed during the Summer Retreat; models would be hopefully presented in the fall of 2008, where faculty would have an opportunity to provide feedback. Faculty status, rank, tenure, time in rank, promotion, etc. will not change, he added. More discussion ensued regarding aligning by disciplines rather than by departments and the possibility of removing a "level" of administration to become more streamlined and efficient. Models will be presented in the fall and faculty will have the opportunity to provide feedback. Qalyoubi-Kemp noted that in economics, the process is about doing the maximum necessary at the less cost (or getting the most for the least) and sees no harm in duplicating services within a department in order to help the students. McDonald suggested that the students should be made the cornerstone and to reference everything on this principle in order to add more value to the students. Schlough recommended for Stout to be compared to other universities to see how others are aligned internally vs. externally. Allen cautioned the group that the campus needed to learn from mistakes made in the past as it moves forward. He recommended revising the signature forms that currently require 3-5 signatures, so that the Provost could simply verify a document after being approved by other administrators, or by providing oversight at various selected points during the process for verification.

Chancellor Sorensen noted that he would like to stay away from the idea of removing a layer, as the new structure would need to work well and added that when Stout is compared to UW-

Eau Claire, UW-River Falls, or UW-La Crosse, it's pretty lean. Schlough recommended looking at the disciplines and not the programs. Bogner noted that everything was still in draft form and any recommendations would be welcomed by the committee.

- B. University Priorities – Vice Chair Bogner said that he also emailed out the University Priorities to all Senators and noted that Workload was one of the main issues. It is hoped that this year's process will form the ground work for next year, where action items could be proposed to the Senate early in the year and focused on.
- C. General Education Committee (Attachment 3) – for information.
- D. Planning and Review Committee (Brian Finder; Attachment 5) - for information.
- E. Personnel Policies Committee – Revised Morale Study (Karen Martinson; Attachment 6) – Vice Chair Bogner asked Senators to read PPC's recommendations, which include two suggestions for the Faculty Senate. Qalyoubi-Kemp suggested adding "Morale" under the University Priorities list. Hoel noted that this topic continues to be discussed each summer during the Chancellor's Retreat, so it's not ignored. Qalyoubi-Kemp recommended revising "Morale" to "Solutions to Low Morale" instead. Bogner agreed. Miller-Rodeberg added that the responses came from a majority of employees who were non-faculty, including LTE's and classified people. Morale is bad because people think no one is there to hear them, she explained.
- F. Other

V. Old Business

- A. ROTC Host Battalion Proposal (Tabled from March 20 Faculty Senate Meeting; Attachment 4)

Motion: Hoel/Howarton moved to remove the ROTC Host Battalion Proposal from the Table and for the Faculty Senate to approve that Stout would become the ROTC Host Battalion.

McDonald asked where \$18,000 would come from. Colonel Bolstad noted that the funds would be used for the yearly departmental budget, with the majority spent for services here on campus (computers, phone service, copy service, mail, office supplies, and vehicle rental. The Army would provide the wages for all Department of Military Science personnel, equipment, clothing, and textbooks. Some students will be given scholarships that would cover full tuition and fees, a living expense stipend, and a book allowance. He explained that within only four semesters at Stout, ROTC has generated almost \$90,000 in both scholarships and tuition fees for the university, and students have received over \$170,000 in additional funding because of the program. There is tremendous potential for an ROTC program in Northwest Wisconsin to grow. Additionally, the ROTC program at UW-Stevens Point provides over \$200,000 a year to the university in scholarship money alone and brings in 8-10 students each year. Discussion ensued regarding the process for customized tuition money, how ROTC could benefit Stout's student retention, and space requirements that the program would need. Colonel Bolstad noted that he requested 8 offices and a 2,000 square foot supply room. However, as long as it would be part of Stout's master plan, ROTC would be flexible where they would be placed temporarily. Allen, Hoel, and Miller-Rodeberg agreed that the start-up cost of \$18,000 would more than be compensated for in benefits for Stout hosting ROTC and the students in the program would provide leadership in the other classrooms. Many Senators noted that it will also help raise Stout's standards for admission, retention, and student performance. McDonald said that he would still like to see more information, including data and figures. Qalyoubi-Kemp explained that the economic impact of spending \$18,000 up front would provide a ripple effect for every dollar spent and the numbers would add up in the long run at a higher rate, as well as providing a higher economic pay-off for the university. Much more discussion ensued.

Taylor called for the question.

Vote: 15 - Yea; 2 – Opposed; 2 - Abstained.

Bogner stated that the Motion carried.

- B. **WS Policy Proposal (Barb Flom; Attachment 5) – Flom explained that this was carried over from the March 20 Senate Meeting.**

Motion: Schlough/Howarton moved to approve the WS Policy Proposal.

Vote: Passed unanimously.

- C. **Other**

VI. New Business

- A. **University Honors Program (UHP) (PRC Review; Brian Finder; Attachment 6)**

- B. **Master of Science in Training and Development (PRC-Brian Finder; Attachment 10)**

Motion: Schlough/Allen moved that the Faculty Senate approve the University Honors Program and the Master of Science in Training and Development at same time.

Vote: Passed unanimously.

- C. **Other**

VII. Adjournment – 4:34 p.m.

**Respectfully submitted,
Anne Hoel, Secretary**

**Recorded and prepared by,
Joy Evenson**

DATE: April 17, 2007
TO: Faculty Senate Executive Committee
FROM: Brian Finder
SUBJECT: PRC Status Report

1. Two entitlements to plan were presented at the 4/13/07 PRC meeting; these proposed programs included the B.S. in Science Education and the B.S. in Science and Technology Education. The committee anticipates having the formal review of these proposed programs completed by 4/23/07.
2. The review of the B.S. in Family and Consumer Education Program (P.D. is Dr. Diane Klemme) was accepted at the 4/13/07 meeting and will be forwarded to the School of Education for their response.
3. The Dean's response for the M.S. in Vocational Rehabilitation was accepted at the 4/13/07 meeting and will be forwarded to the Faculty Senate for their approval.
4. The review of the B.S. in Art Education Program (P.D. is Mr. Joseph Haid) is in the final stages of completion and will be forwarded to the School of Education for their response.
5. The respective consultants are developing the review of the M.S. in Mental Health Counseling and anticipate presenting it to the committee at the next meeting on 4/23/07.
6. Preliminary work is being performed to facilitate administering the undergraduate and graduate-level surveys through D2L. The key faculty as well as the advisory committee surveys will be administered through the UW-Stout website.
7. At the 4/13/07 committee meeting, the proposed Alternative PRC Assessment Process and the UW-Stout PRC Accreditation Assessment Rubric were accepted as a means of assessing programs that are accredited by either national associations, societies, and/or state agencies. This process will become effective for programs that are scheduled for review during AY '07 – '08.
8. At the 4/13/07 committee meeting, the proposed AY '07 – '08 and '08 – '09 PRC Review Schedule was approved and will be forwarded to the respective Deans, Department Chairs and Program Directors within the next week. This schedule reflects modifications that were made to better align the timing of program reviews with programs that are involved with accreditation-based activities.

**University of Wisconsin System
Improvements in Leave Reporting
Recommendations of the UW System President's
Fringe Benefits Advisory Committee
February 28, 2007**

I. Administrative changes to address the LAB findings and recommendations

1. Revise the System-wide uniform leave reporting form (UW-1538) for reporting use of sick leave, vacation, and personal holidays.

UW-1538 (see attached) consists of a report of the employee's current leave balances and a space for the employee to report the next month's leave usage. It is distributed to the institutions monthly by the UW Service Center. The institutions distribute the form electronically or manually to their employees.

Form UW-1538 could be improved in several ways:

- a. Create two separate forms; one that provides the employee with a statement of his or her current balances, and one for reporting monthly leave usage.
 - b. Provide instructions on how to complete the monthly leave report.
 - c. Provide a way to indicate use of vacation or other leave in lieu of sick leave since many unclassified staff make this choice.
 - d. Show days of the week as well as dates on the current month's leave report which would make it easier to complete and reduce errors.
 - e. Ask all institutions to post a copy of form UW- 1538 on their websites for use by employees. This form could be fillable and could be emailed to the supervisor and then to the payroll office. (This would require electronic signature capability.)
 - f. Provide reason codes for adjustments to prior leave balances allowing for more accurate auditing of reasons for balance changes that are not the result of the current months leave activity, such as error correction.
2. Create a system-wide deadline for submission of the current month's leave report to the payroll office.

Form UW-1538 indicates a deadline, approximately the 10th of the next month. Most institutions think that the 10th of the next month is a workable deadline.

3. Instructions on UW-1538 should clarify use of colleague coverage as defined under Unclassified Personnel Guideline 10.05. Supervisors should be cautioned to review reports of colleague coverage use for appropriateness.
4. Improve employee education regarding the importance of proper sick leave and annual leave reporting.

Examples of improved educational measures include:

- a. Revise and disseminate the UWSA PowerPoint presentation on sick leave to include more information about how to report leave usage.
- b. Revise and simplify policy guidelines on leave reporting (UPG#9 & 10) to make them more understandable for employees.

- c. Provide institutions with new employee orientation materials to help new employees understand the leave reporting requirements.
- d. Require each institution to issue an annual reminder on sick leave reporting and provide materials that the institution could use to do so.
- e. Offer specialized training to supervisors regarding the review of leave reports.

II. Policy changes to address the LAB findings and recommendations for discussion with governance groups

1. Require leave reporting on an hour-for-hour basis.

It appears that several institutions have already taken this step. Form UW-1538 currently directs the employee to report in hours. The system described in UPG #10 may be unnecessarily cumbersome. Hour-for-hour reporting is consistent with the requirements of the state and federal Family and Medical Leave Acts.

2. Establish UWS System Policy that authorizes the institutions to:
 - a. not allow sick leave accrual in any payroll period where the employee fails to submit a leave usage report so, for any month for which an individual does not submit a report, sick leave will not accrue for that month,
 - b. consider compliance with leave reporting as a factor in merit increases,
 - c. include leave reporting requirements in the employment contract as a condition of employment,
 - d. permit supervisors to correct a leave report that appears to be inaccurate, with appropriate documentation and notification to the employee, and
 - e. refuse to certify sick leave conversion credits to the Department of Employee Trust Funds when an employee's leave reporting is incomplete.

III. Policy Areas for Further Evaluation

The following are substantive policy issues which should be referred to the governance groups for further evaluation.

1. Evaluate the continued need for Colleague Coverage as a benefit to students when staff are absent from teaching responsibilities
2. Re-evaluate the policy that allows sick leave accrual during sabbatical leave
3. Evaluate alternative models for defined work schedules as it relates to sick leave and the statutory requirements for reporting sick leave.



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715/232-1789
715/232-2590 fax

To: Dr. Forrest Schultz
Chair, Faculty Senate

From: Dennis Lee Shaw
Chair, Senate of Academic Staff

Date: April 19, 2007

Subj: Designating a University Marshal Position for Academic Staff

This letter is an official request from the Senate of Academic Staff to the Faculty Senate to consider changing the University Marshal guidelines for selecting University Marshals so that one position would be specifically designated for an academic staff member to be selected by the Senate of Academic Staff.

Currently, all 4 Marshal Positions are occupied by faculty members. Our senate would appreciate the honor of having one of our academic staff represent the university by serving as Marshal at commencement and other ceremonies. With the upcoming retirement of Dr. Donna Albrecht, there is now an opportunity to change the guidelines and allow us to select someone to represent our senate. We respectfully ask that you consider our request.

Please feel free to call on me if you need any additional information or concerns.